

# TEAMS Data Checklist

## DISTRICT LEVEL DATA/INFORMATION NEEDED

### SEID Numbers

Information needed for each person:

- ☐ Last four digits of social security number
- ☐ First and Last Name
- ☐ Date of Birth
- ☐ Gender

### TOE File (Terms of Employment)

Information for each Employment Record:

- ☐ School Code
- ☐ SEID Number
- ☐ Position Code
- ☐ Employment Status
- ☐ Employment Start and End Date
- ☐ Employment Hours/Year
- ☐ Full or part-time employee
- ☐ Base Salary (Annual)
- ☐ Employment Days
- ☐ Employment FTE
- ☐ Coops Only – Is Employee Itinerant?

### Teacher – Class

Information for each class:

- ☐ LE and SC code
- ☐ SEID of Educator
- ☐ MT K-12 Course Code
- ☐ Teacher of Record?
- ☐ Section Code
- ☐ Session Type and Number
- ☐ Support Staff Type Code
- ☐ Co Teacher Type Code
- ☐ Instructional Para Type Code
- ☐ Academic Level Code
- ☐ Credit Amount (*HS only*)
- ☐ District Course Name and Number
- ☐ Class Start and End Date
- ☐ Class Minutes/Year (*HS only*)
- ☐ Dual Enrollment Credit? (*HS only*)
- ☐ Course Sequence and Sequence Total
- ☐ Grade Low and High
- ☐ Class Enrollment
- ☐ Distance Learning?
- ☐ Alternative Education Program? (*HS only*)

### Contractors

Information for each Contractor Record:

- ☐ Location SC code
- ☐ Contractor Name
- ☐ Contracting Person (*contractor's employee*)
- ☐ Start and End Date
- ☐ SIED Number
- ☐ Position Code

### Professional Licensure

Information for each employee who holds a Professional License:

- ☐ License Type and Number (*from MT Dept. of Labor & Industry*)

### Policy Compliance (Yes or No questions)

- ☐ There are 20 policies that the ARM require the Board of Trustees to have in place.

### Recruitment Activities

Information needed for each position that was recruited during the most recent hiring cycle:

- ☐ Recruitment/Endorsement Area
- ☐ Recruitment FTE Level
- ☐ Total FTE recruited
- ☐ Difficulty level to fill the position

### Special Education Positions

Information for each Special Education Position:

- ☐ Percentage of FTE for 3 to 5 year olds

### Alternative Education

Information each Alternative Education Program:

- ☐ Where are students served?
- ☐ How are high school graduation requirements modified?
- ☐ Program Name and Description
- ☐ Program Phone Number
- ☐ Program Director SEID Number
- ☐ Enrollment Count

# TEAMS Data Checklist

## Indian Education (District Level)

- ☐ 5 questions regarding the use of Indian Education for All funds.
- ☐ 2 questions regarding the American Indian Student Achievement Gap Funds.

## Distance Learning

Information for each Distance Learning class offered:

- ☐ Distance Learning Provider Name
- ☐ Distance Learning Provider's Teacher
- ☐ Distance Learning Provider's Course

## Coordinators

- ☐ SC Code
- ☐ SEID number of coordinator
- ☐ Coordinator Type
- ☐ Coordinator Phone Number
- ☐ Coordinator Physical and Mailing Address

## Dual Enrollment

Information needed for each Dual Enrollment class offered:

### **Classes offered at the high school location**

- ☐ Concurrent credit Enrollment Count
- ☐ Postsecondary Partner Name

### **Classes offered at postsecondary institution**

- ☐ SC code
- ☐ MT K-12 Course Code
- ☐ Session Type, Number and Code
- ☐ SEID number of postsecondary instructor
- ☐ Concurrent credit Enrollment Count
- ☐ Postsecondary Partner Name

## Internships

Information for each person currently in an Internship: (*choose one*)

- ☐ First year intern
- ☐ Making progress toward completion of internship and will continue this year.
- ☐ No longer enrolled in internship/No longer employed by district.

## Instructional Paraprofessional

Information for each Instructional Paraprofessional:

- ☐ HQT By (*assessment, college, etc.*)
- ☐ Supervising Teacher (*SEID Number*)
- ☐ Covering Classroom Overload? (*yes or no*)

## Off-Site Location (i.e., attendance center)

Information needed for each Off-Site Location:

- ☐ Site Name
- ☐ SC code
- ☐ Address

## SCHOOL LEVEL DATA/INFORMATION NEEDED

## Highly Qualified Teacher (HQT)

Information for each HQT who is not HQ based on Licensure and Endorsement:

- ☐ HQT through HOUSSE? (*yes or no*)

## PI/PIR Hours

- ☐ First and last day pupils attend school
- ☐ Does your district have a professional development committee? (*yes or no*)
- ☐ Minutes per day of pupil instruction.
  - o Full Day **AND** Partial Day Minutes
- ☐ Does this include Structured Recess?
- ☐ Minutes per day of passing time
  - o Full Day **AND** Partial Day Minutes
- ☐ Number of days per year of pupil instruction
  - o Full Days **AND** Partial Days
- ☐ Each PIR Day for the Year
  - o Activity Date
  - o Activity Type
  - o PIR Activity Description
  - o PIR Hours

## Indian Education (School Level)

- ☐ How has your school's instructional staff received Indian Education for All professional development in the past year?
- ☐ Which OPI Indian Education materials and resources are used in your School?
- ☐ 6 questions rating your teachers overall background knowledge related to implementing IEFA.
- ☐ 6 questions rating what you see as your schools greatest need to effectively implement IEFA.